

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Oregon State Office
7620 S.W. Mohawk Street
Tualatin, OR 97062-8121

**Oregon Notice
FLP-162**

For: County Offices

Farm Business Plan Training

Approved By: State Executive Director

LEF:LEV:RBP

by Roger Tresham

1 Overview

A Background

The Farm Service Agency is implementing a web-based Farm Business Plan (FBP) system to replace the existing Farm and Home Plan. After completion of National FBP training scheduled for June 7 – 11, 2004, employees in Oregon must use the web-based FBP as required by Notice FLP-345. Successful implementation of the FBP is dependent upon follow-up training and support to augment the National training being provided. The Deputy Administrator for Farm Loan Programs has required the development of a FBP implementation plan for each State.

B Purpose

The purpose of this Oregon Notice is to:

- provide specific timelines for training on various FBP components for loan approval officials and other users of the FBP
- provide specific times for regularly scheduled training sessions for the FBP.

C Contact

Direct questions concerning this Notice to Lynn Voigt or Bob Perry in the STO.

FILING: Preceding FSA Handbook 3-FLP and FmHA Instruction 1924-B

Disposal

October 1, 2004

05-12-04

Distribution

STO, DD, COR, COC, COF - Including Farm Loan Programs

Oregon Notice FLP-162

2 Implementation Plan

A Timeline for Training

Oregon's FBP implementation plan includes the use of NetMeetings and teleconferences to be held on a weekly basis to cover a variety of subject matters and ongoing concerns. The following table provides specific dates, FBP elements to be covered, facilitators, participants, and the type of training methods used to implement Oregon's FBP training plan.

Date	FBP Element	Facilitator	Participants	Method
June 1, 2004	Set up software to conduct net meetings	State Coordinator	All loan approval officials	Net Meeting & Teleconference
June 7–11, 2004	National FBP Training held in Omaha, NE	ECI team	FLP FLSs, FLMS, FLOs, FLOTs, DDs, & 2 CEDs	Lecture, data entry, & testing
June 15, 2004	Discuss data conversion & implementation	FLC & State Coordinator	All loan approval officials	Teleconference
June 22, 2004	Loan Schedules	FLC & State Coordinator	All loan approval officials	Net Meeting & Teleconference
June 29, 2004	Collateral analysis	FLC & State Coordinator	All loan approval officials	Net Meeting & Teleconference
July 6, 2004	Credit presentation	FLC & State Coordinator	All loan approval officials	Net Meeting & Teleconference
July 13, 2004	Financial analysis	FLC & State Coordinator	All loan approval officials	Net Meeting & Teleconference
July 20, 2004	Additional problems & issues	FLC & State Coordinator	All loan approval officials	Net Meeting & Teleconference
September 8, 2004	Modules 1-3 Training held in the State Office	FLC & State Coordinator	FLP Program Technicians	Lecture, data entry, & testing
September 15, 2004	State FBP Policies	FLC & State Coordinator		State Notice

2 Implementation Plan (Continued)

B NetMeetings and Teleconferences

NetMeetings is a powerful tool that can be used to provide technical support and training from a central location to multiple computer users throughout the State. Combined with telephone conferences, NetMeetings are a very cost effective method to provide training to attendees throughout the State. There is a limit to the number of individual users that can participate in NetMeetings due the inherent capacity of the transmission system. The following table provides specific times when NetMeetings and Teleconferences are scheduled for dates listed in the timeline for training.

<i>9 AM SESSION</i>		
Charlie Newhouse	District Director	
Nathan Wilson	Farm Loan Officer	Baker Service Center
Dax Borgaard	Farm Loan Officer Trainee	Harney Service Center
Patty Dadey	Farm Loan Officer	Harney Service Center
Dennis Dines	Farm Loan Manager	Malheur Service Center
Jon Mills	Farm Loan Officer	Malheur Service Center
Maria Lopez	Farm Loan Officer	Malheur Service Center
Jared Lathrop	Farm Loan Officer Trainee	Umatilla Service Center
Kevin Jordan	Farm Loan Manager	Umatilla Service Center
Virginia Lundberg	Farm Loan Officer	Umatilla Service Center
<i>10:30 AM SESSION</i>		
Rick Block	District Director	
Kathey Naegeli	Farm Loan Officer	Marion Service Center
Sharilyn Hice	Farm Loan Manager	Marion Service Center
Karen Bloomdahl	Farm Loan Officer	Wasco Service Center
Merle Blackburn	Farm Loan Manager	Wasco Service Center
Nancy Thompson	Farm Loan Manager	Washington Service Center
Suzanne Hayes	Farm Loan Officer	Washington Service Center
<i>1 PM SESSION</i>		
Harvey Bush	District Director	
Dan Mast	Farm Loan Manager	Coos Service Center
Chris Kirby	Farm Loan Officer Trainee	Douglas Service Center
Pam Davis	County Executive Director	Douglas Service Center
Dorothy Scull	Farm Loan Officer	Klamath Service Center
Marti Hamilton	County Executive Director	Lake Service Center
Donna Sprenkle	Farm Loan Officer	Linn Service Center
Katie Hennessy	Farm Loan Officer Trainee	Linn Service Center
Pat Joerger	Farm Loan Manager	Linn Service Center

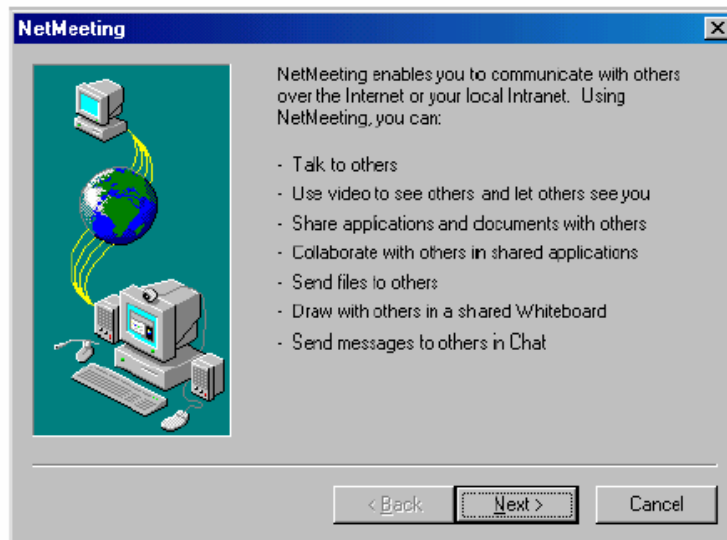
3 County Office Action

A NetMeeting Set-Up

All CCE computers using the XP operating system will have the NetMeeting software components included as part of the standardized software load. Some initial set up is necessary for computers that have never been used for a NetMeeting.

Step 1: Start NetMeeting by going **Start → All Programs → Accessories → Communications → NetMeeting**. (NetMeeting can also be started from the **Start → Run** menu and entering **conf** in the dialog box.)

Note: If NetMeeting is already set-up on your computer, skip to the [Attending a NetMeeting](#). On the first screen click **Next**.



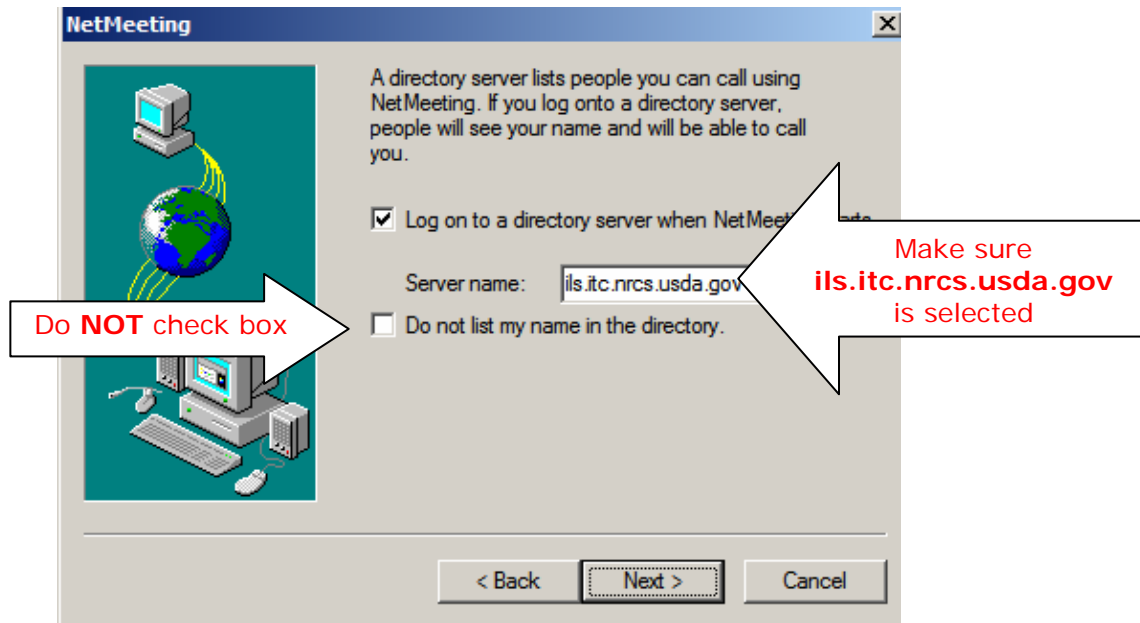
Step 2: Click Next

Step 3: Your information must be entered. Enter **your** first and last name, and email address. Location and comments are optional. Select **Next** when you are finished.

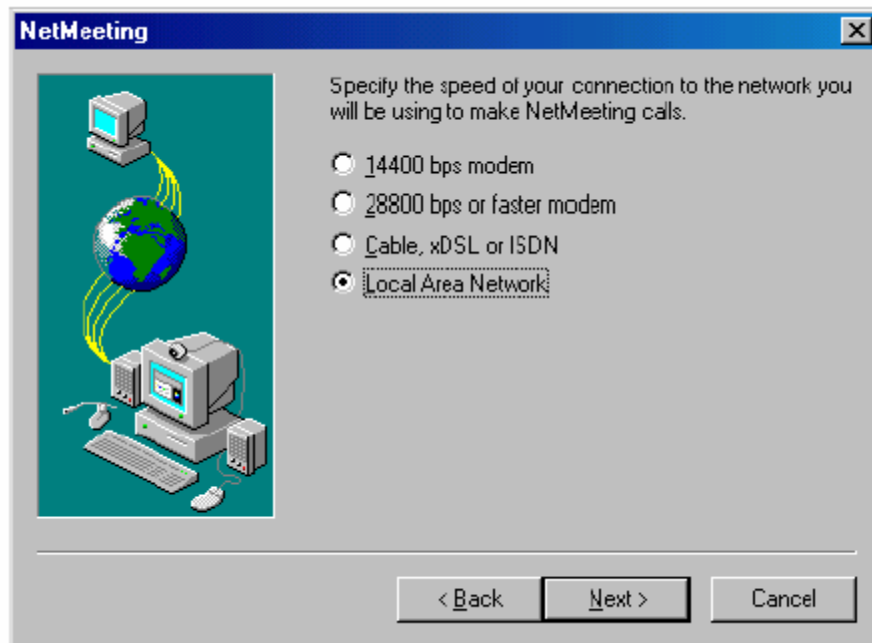
3 County Office Action (Continued)

A NetMeeting Set-Up (Continued)

Step 4: The Server name must be selected. Select **ils.itc.nrcs.usda.gov** from the dropdown menu.



Step 5: Select the connection. Check **Local Area Network**. Sometimes this will be set automatically, so this box will not appear.



3 County Office Action (Continued)

A NetMeeting Set-Up (Continued)

Step 6: We recommend leaving both options checked in the shortcuts dialog box to avoid needing to start NetMeeting from the Start menu. This is at the user's preference.



Step 7: Click **Next** through the next four screens related to the Audio Tuning Wizard. Since you will be using the telephone for audio, you do not need to worry about these settings. Select **Finish** on the last screen.



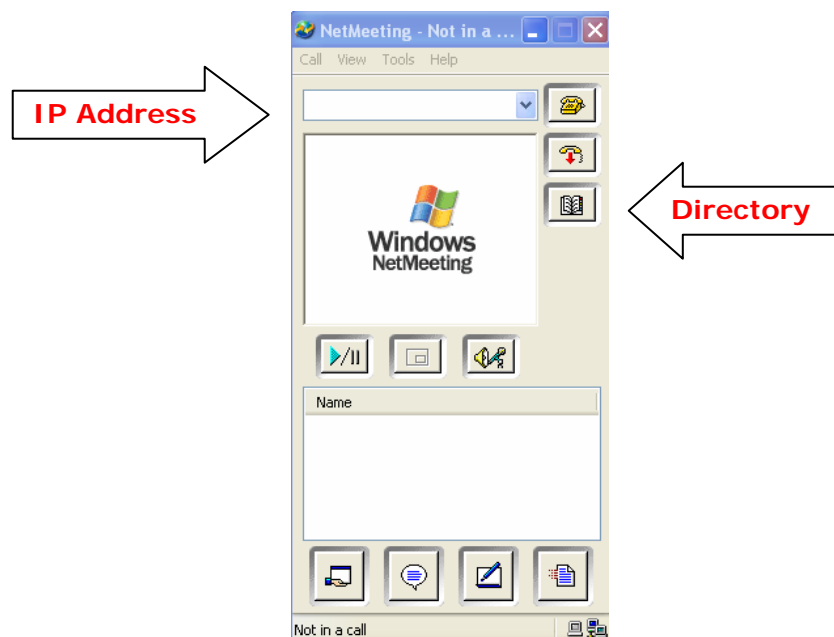
3 County Office Action (Continued)

B Attending NetMeetings and Teleconferences

The identified participants will attend NetMeetings hosted by Bob.Perry@or.usda.gov on their individual computer, on those specific dates and times shown above. Simultaneously with the NetMeeting, a telephone conference will be held for audio purposes. Each participant will make a telephone call at 877-927-7609 and use the participant pass code of 719457 to join each of the scheduled teleconference.

Step 1: Start NetMeeting (if not already started) by starting it from your desktop icon or by **Start → All Programs → Accessories → Communications → NetMeeting**. (NetMeeting can also be started from the **Start → Run** menu and entering **conf** in the dialog box.)

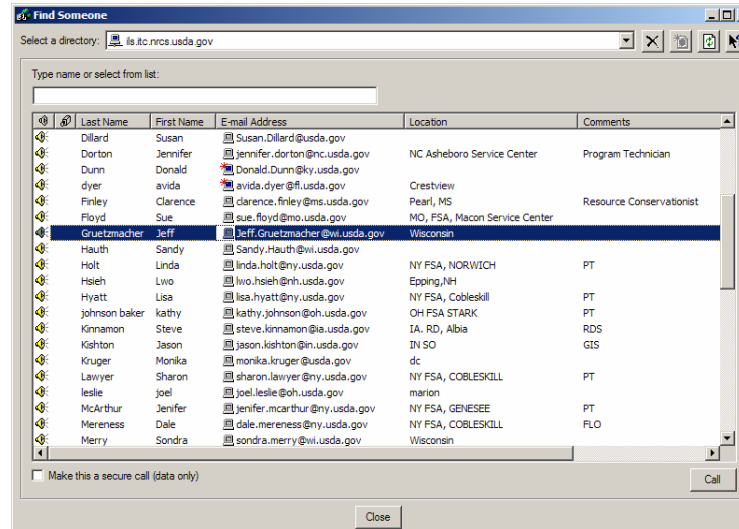
Step 2: Net Meeting Opens. The person entering the meeting can now call the host. Look-up the meeting host by either 1) clicking on the directory button, or by 2) entering in the IP address provided by the host and pressing enter.



3 County Office Action (Continued)

B Attending NetMeetings and Teleconferences (Continued)

Step 3: If looking the host up in the directory, select the host from the list and click **Call**. The host will accept the call and start the meeting.



Although each participant should diligently attend their scheduled NetMeeting and teleconference, there may be circumstances preventing attendance. When this occurs the affected participant should plan to attend one of the other sessions scheduled for the same day, if possible. In order to avoid transmission problems, the participant should email the FBP Coordinator at bob.perry@or.usda.gov and the Farm Loan Chief at lynn.voigt@or.usda.gov requesting that their session be changed and include the recommended time for the alternative session.